

STATE OF MINNESOTA
Minnesota Pollution Control Agency
EDMS Staff Assistance and Augmentation SOW
Questions and Answers

Q=Question

A=Answer

1.	<p>Q. Please confirm whether selected vendor will be paid on an hourly basis for services provided under this contract, based on MPCA approved contractor time sheet, or if selected vendor will be paid based on completed/signed-off deliverables.</p> <p>A. The MPCA will adhere to the approved OET Master Contract rates.</p>
2.	<p>Q. What is the dollar amount budgeted for this SOW?</p> <p>A. Please provide us with your best value for the required duties. Costs are 40% of the total points.</p>
3.	<p>Q. Is there an incumbent vendor/resource(s) currently providing the services outlined in this SOW?</p> <p>A. No</p> <p>Q. If yes, can you please provide the name of the incumbent vendor/resource? N/A</p>
4.	<p>Q. Please confirm that anticipated duration for which the staff augmentation resource(s) will be needed is from contract execution date thru June 30, 2012.</p> <p>A. Yes</p>
5.	<p>Q. Please confirm that anticipated utilization of selected resource(s) will be full-time 40 hours per week (excluding State holidays) for the duration of the contract. If no, please provide anticipated utilization.</p> <p>A. Please provide hours you are anticipating working in the proposal.</p>
6.	<p>Q. What is the anticipated daily work schedule for selected vendor resource(s) (8:00 AM to 5:00 PM, Monday thru Friday)?</p> <p>A. Please provide hours you are anticipating working in the proposal.</p>
7.	<p>Q. Does MPCA anticipate that selected resource(s) will be expected to perform any off-hours or weekend work under the scope of this SOW?</p> <p>A. Please provide hours you are anticipating working in the proposal.</p>
8.	<p>Q. Please confirm that MPCA will provide selected resource(s) with work space, and all necessary hardware/software and laptop/desktop computer to perform the responsibilities outlined in this SOW.</p> <p>A. Yes</p>
9.	<p>Q. Please confirm that MPCA expectation is that selected vendor resource(s) will be working 100% on-site at MPCA facility located at 520 Lafayette Road North, St. Paul, MN 55155.</p> <p>A. Yes</p>

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10.	<p>Q. Please confirm that the MPCA Project Manager will be responsible for assigning and directing selected resource's work tasks.</p> <p>A. Yes</p>
11.	<p>Q. Is MPCA expectation for vendors to propose one resource with experience in Project Management, Business Analysis, and .NET, or are these three separate positions?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>
12.	<p>Q. Does MPCA anticipate making one single contract award to one vendor to complete the tasks in this SOW, or is PCA considering making multiple contract awards to more than one vendor?</p> <p>A. The MPCA will award the contract to one vendor to complete all tasks.</p>
13.	<p>Q. If MPCA expectation is that vendors will be providing multiple resources to complete the work in this SOW, is it a requirement for all resources assigned to have experience with OnBase?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>
14.	<p>Q. Does each resource vendor proposes need to all the required skills, or will it be acceptable for vendors to propose multiple resources that as a team meet all of the required skills?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>
15.	<p>Q. Will MPCA be grading each individual resource proposed on a pass/fail basis against the required skills, or will PCA be grading the proposal as a whole (team of resources) on a pass/fail basis against the required skills?</p> <p>A. Pass/Fail is the first step and only is based upon the timeliness of the proposal and if the proposal contains all required forms. The second step of the process will be evaluation of the required skills.</p>
16.	<p>Q. Is it a requirement for all candidates proposed to have experience with OnBase?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>

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17.	<p>Q. Will vendor resource(s) be required to do any .NET programming as part of the scope of this SOW?</p> <p>A. No, but proposer must know what .NET is in order to perform required duties.</p>
18.	<p>Q. Is it PCA expectation that vendors submit candidates with .NET programming experience, or just candidates with experience in a .NET environment?</p> <p>A. Familiarity with .Net programming knowledge is a required skill for one of the team members.</p>
19.	<p>Q. How many resources is MPCA expecting vendor to provide?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>
20.	<p>Q. For what specific functional and technical roles is PCA requesting vendors to provide resources?</p> <p>A. Please refer to the Required and Desired Skills as listed in the SOW.</p>
21.	<p>Q. We assume the qualifications referenced under Required Skills in the SOW are for the candidates being proposed for this project.</p> <p>A. Yes</p>
22.	<p>Q. Do we need to propose one consultant who can do both Project Management and Business Analysis tasks or a separate Project Manager and a separate Business Analyst?</p> <p>A. Your company may propose more than one person to perform each of the duties, however, each person you propose must have the required experience as listed in the SOW.</p>